

While completing the Performance Evaluation process for your direct report(s), if you need to get input from a co-supervisor, department head, etc. then the **<Get Feedback>** button is a great option.

At the Manager Review step (step 2), the <get feedback> option becomes available.

-Click the <Get Feedback> button.

University Performance Evaluation for					
	Employee Self Evaluation 💙 🌳 Manager Review 🗸	1:1 Meeting Signature Completed Set Feedback			
		Send to Employee for Signature			

-Type in the applicable name, and click the <Search Users> button.

Find:	All Employees	~				
Filtered by:	All Divisions 🗸					
Fillered by.	All Departments		Custom Select >	>> All Locations V		
				1		
With:	First Name	Best		and		
	Last Name	Supervisor		and		
	Username]		
Using:	Using: Starts With V Search Users					
Cancel & Return to Form						

The search results will be displayed. If the correct individual is indicated, click the <Select & Continue> button.

Results							
	Name	Personnel Area	Job title - Code				
Sele	Supervisor, Best ect & Continue Cancel & Return to Form	1000	40501753-Regular Faculty				

Confirm that the "Forward Form To" information is correct, and then click the <Send To ...> button.